

25X1

SECRET

12 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Workload Statistics

25X1 We recently reviewed the workload in our OSA Financial  
voucher examination [ ] compared with the only  
comparable CIA unit, the Office of Finance's Central Travel  
Branch. It is very hard to get a meaningful comparison as  
the statistics were not kept on the same basis and the mix  
of the workload is not quite the same. For example, OSA's [ ]  
25X1 [ ] processes Station Accountings while CTB does not.  
However, CTB has more overseas PCS claims. Nevertheless, it  
is possible to make some meaningful generalizations, the more  
important of which are as follows:

- a. OSA Finance processes about twenty percent  
of all travel vouchers examined and certified at  
Headquarters.
- b. OSA Finance processes about 25% as many travel  
vouchers as does Finance's Central Travel Branch.
- c. During the period checked, CTB had from [ ]  
individuals on duty. OSA [ ] devoted about 1.5  
man years to audit and certification plus about  
one-fourth to one-half man year of secretarial  
assistance. Thus, OSA Finance processes well  
over twice as many travel vouchers per man year  
as does CTB. When other types of claims are  
considered (possibly a misleading comparison),  
the OSA [ ] processes more than three  
times as many vouchers per man year as does CTB.

[ ]  
Chief, Budget & Finance Division  
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25X1 B&FD/Compt/OSA [ ] (12 Mar 71)

Distr: Orig - B&FD/Compt/OSA  
1 - COMPT/OSA

1 - PD/OSA  
Approved For Release 2004/03/17 : CIA-RDP75B00159R000400120027-6  
1 - B&FD/Compt/OSA

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